

## **BERKELEY PUBLIC LIBRARY**

### **RULES AND REGULATIONS FOR USE OF LIBRARY GROUNDS, BUILDINGS, AND EQUIPMENT FOR MEETINGS AND OTHER EVENTS**

#### **POLICY**

The Berkeley Public Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Berkeley community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms, and the Central Library Electronic Classroom. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Rules for use of the Central Library Electronic Classroom are contained within the Electronic Classroom Use and Reservation Policy.

Information regarding the policy for use of meeting rooms will be available to the public and posted on the Library's public web site.

#### **ELIGIBILITY**

1. Permission to use the Library's meeting rooms may be granted to Berkeley-based civic, cultural, educational organizations or businesses, or to locally-operating government agencies, departments or commissions.
2. To qualify as a Berkeley based group, organization or business, the group leader or person applying for use of the classroom must submit proof of address, such as a photocopy of a utility bill or letter addressed to the individual, group or business, or submit for inspection a driver's license or state issued identification card at the time of application. Organizations not located in Berkeley must submit proof of regular operation or programs within Berkeley such as sample brochures, newsletters, or web site printouts.
3. Any group or organization applying for the rooms must sign a statement that their organization does not discriminate in membership, or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by California law

#### **ISSUANCE OF PERMITS**

4. Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:
  - a. Library sponsored or related meetings, programs, etc.,
  - b. Government agency sponsored programs serving the Berkeley community,
  - c. Non-profit public and/or social service organizations located in or operating on a regular basis in the City of Berkeley.
  - d. Berkeley-based for-profit entities offering a free, open-to-the-public event (e.g. job fair, training event, educational series).
- 5 The Director of Library Services or an authorized representative, e.g. the Deputy Director, Library Manager, or Branch Librarian, has authority to issue permits for the use of Library buildings, or grounds.
- 6 An authorized representative of the organization should submit the request at least two weeks in advance on an official application form. This policy does not guarantee the applicant the facility or the time requested. Official request forms for meeting room use may be submitted online.
- 7 Permits may be issued for up to three consecutive months. Renewal applications can be submitted at the end of the three-month period, but prior use of meeting rooms does not entitle applicants to future use. Meeting room use is limited to once a month. These restrictions do not apply to Library functions.

#### CONDITIONS OF USE

- 8 Permits are issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities.
- 9 The meeting rooms may only be used during the following Library's open hours. Thirty minutes before closing the meeting room should be cleared, with all furniture replaced as required.
- 10 Due to fire codes, the room capacity may not be exceeded.
- 11 Permits for use of Library facilities for meetings shall be granted only on condition that meetings are open to the public unless they are for Library training purposes. The Library reserves the right of library staff to monitor any meetings held in its facilities (except lawful executive sessions of governmental bodies). A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.
- 12 The following are not allowed in Library meeting rooms:
  - a. Fees: No group using community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the objective is related directly to the improvement of the Library. The Director of Library Services may approve the use of meeting rooms when an

accredited public educational institution or professional organization must charge tuition for specific Library-related training courses.

- b. Sales: No items or services may be sold or advertised, except for Library sponsored programs in which titles by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Berkeley Public Library, the Berkeley Public Library Foundation or a book-seller acting on behalf of either of those organizations). The speaker/performer must notify the Library when planning to offer titles for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. The exception is made because many of these works are published by small presses or are locally produced and it is a service to library patrons to make them available.
  - c. Smoking: Smoking or burning of items (incense, candles, etc.) is prohibited. In compliance with Section 13119 of the Health and Safety Code all decorations must be flame proofed.
- 13 Each group using Library property is responsible for the condition of the room and must remove, after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room.
  - 14 Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables.
  - 15 Groups and organizations shall arrange for and provide their own special equipment and supply needs, such as overhead projectors, slide projectors, etc., and any carts needed to transport such material.
  - 16 The individual responsible for the meeting room reservation must notify the Library of meeting cancellations. Event scheduling changes require completion of a new application. Failure to do so may result in loss of meeting room privileges.

#### REVOCATION OF PERMITS

- 17 Permits may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever regulations have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

#### REVIEW

- 18 This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed every three years by the Board of Library Trustees.

Rules and Regulations for Use of Library Grounds, Buildings, and Equipment for Meetings and Other Events

Approved by the Board of Library Trustees on Dec. 12, 2001.

Revised and approved on July 13, 2005 and Nov. 12, 2008/